

MAINE STATE LEGISLATURE
Augusta, Maine
Analyst

Job Description

The Maine Legislature's Office of Program Evaluation and Government Accountability (OPEGA), an independent, nonpartisan office, is seeking applicants for the position of a full-time Analyst. OPEGA is tasked with reviewing the effectiveness, efficiency and economy of State programs, agencies and activities. The Office fulfills this responsibility by conducting independent reviews including: performance evaluations and audits, management analysis, inspections, investigations and research. Under the supervision of a team leader, this professional is responsible for performing a variety of assigned tasks during the conduct of such reviews and may participate in the planning of those projects. The work is of an exacting, highly confidential and non-partisan nature.

This position reports to the Director of OPEGA. A primary responsibility is performing assigned audit, evaluation, analysis and research tasks. Such tasks include, but are not limited to:

- a. Leading or participating in meetings including entrance and exit conferences;
- b. Performing internet or library research;
- c. Conducting individual and group interviews;
- d. Performing qualitative and quantitative analysis of operational and financial data;
- e. Selecting samples and conducting various types of testing (i.e. compliance or attribute);
- f. Reviewing documents and transactions; and
- g. Developing and administering surveys.

Other key responsibilities include: documenting work performed in accordance with Office policies and standards; developing valid conclusions; identifying opportunities for program improvement; assisting in drafting audit and evaluation reports; and other duties as assigned.

Qualifications

Education and Experience

Bachelor's degree with at least three years of experience or Master's degree with at least two years of experience. Degree must be from an accredited university or college. Master's degree strongly preferred.

- Preferred degree concentrations: public administration or management, program evaluation, economics, finance, accounting, public policy analysis, law, business administration or closely related field.
- Relevant experience: conducting or participating in evaluation, audit, monitoring, assessment, planning or research projects. Experience that includes analysis of financial, operational or performance data preferred.

Professional certification in an appropriate field preferred.

Must be non-partisan and capable of maintaining confidentiality and objectivity.

Desired Skills and Abilities

The candidate should possess strengths in the following areas:

- Ability to function independently with minimal supervision.
- Strong interpersonal and teamwork skills.
- Strong oral and written communication skills.
- Strong analytical and problem-solving skills.
- Strong organizational skills.
- Proficiency in Microsoft Office Suite software and ability to easily learn new computer applications.

Desired Knowledge

Knowledge and experience in one or more of the following areas is desired:

- Performance audit or program evaluation principles, standards, and procedures.
- Querying and analyzing financial and/or operational data.
- Finance and accounting (esp. cost and governmental accounting).
- Government organization and functions.
- National, state and local government processes or programs.
- Information systems and technologies, including database design and concepts.
- Organizational management and planning.
- Legal research and interpretation of laws and regulations.

Salary and Benefits

Salary: Grade 10 of the Legislative Salary Schedule (\$55,598.40 - \$84,323.20), plus benefit package. Value of State-paid health and dental insurance: \$386.73 biweekly. Value of State's share of retirement: 15.85% of employee's gross salary. EEO Employer.

Application Instructions

A complete application includes cover letter, resume and completed on-line application form. Questions can be directed to Etta Connors at etta.connors@legislature.maine.gov or call (207) 287-1901. Applications should be received by the close of business on **Thursday, November 17, 2016.**